

MONTANA CROSSING GUARD TIP SHEET



Montana
Office of Public Instruction
TRAFFIC EDUCATION

The Scanning Procedure

- Look left – right – left
- Look over your shoulder for turning traffic
- Listen

Extending Gaps in Traffic

Curbside Assembly

- Children should wait to be crossed
 - *Stand one step back from the curb or edge of roadway*
 - *Gather as a group*
- Remind gathered children to:
 - *Stop at the edge and wait*
 - *Use scanning procedure*
 - *Stay within the crosswalk markings*
 - *Walk their bicycles, scooters and skateboard while in the crosswalk*
 - *Continue scanning until they are out of the roadway*

Select Gap

- Manage gaps in traffic using the STOP paddle
- At signalized intersections
 - *Always cross when the light is red for motorists*
 - *Always use the pedestrian signals when available*
- Scan for traffic
- You may use a whistle to get the attention of problem motorists

Enter Crosswalk

- After all traffic has stopped
- Hold the STOP paddle high

Stop Far-side Traffic

- Make eye contact
 - *With the first approaching motorists*
 - *With motorists in each lane*

Take Position

- Do not cross children if:
 - *Any traffic is moving*
 - *Any vehicles are in the crosswalk*

Cross Children

- Tell children when to begin crossing and remind them to keep scanning
- Continue to hold STOP paddle in the correct position
- Remain in the crosswalk until the last child has moved from the roadway

Complete Crossing

- Check the crosswalk for stragglers

Return to Roadside

- Move from the crosswalk, continuing to display the STOP paddle

STOP Paddle Down

- Signal traffic to resume after leaving the roadway by lowering the STOP paddle
- Wait for the next group of children

Follow the same, proper procedure all the time, even when traffic is light.



Personal Conduct

- Arrive on time, not too early
- Stand at post – never sit
- Maintain self-control
- Be firm, courteous, pleasant
- Exhibit behavior that projects a positive image of your agency

Required Equipment

- Retro reflective STOP paddle
- Fluorescent and retro reflective vest
- Fluorescent rainwear or wear vest over your coat

Suggested Equipment

- Retro reflective gloves
- Whistle

In Case of a Crash

- **Call 911 first**
- **Keep the children safe – stay at your position and keep control of the children. Gather them in a safe place away from the street.**
 - Have notepad and pencil for noting details
 - Be able to describe car(s) involved
 - Get license plate numbers if possible
- **Telephone your supervisor**
 - Incident may block your primary crossing
 - Crash scene may require you to employ a contingency plan to safely cross children

First Aid

- Protect yourself and students first!
- Don't attempt to help if you are injured
- If not hurt, try to prevent additional damage or injury
 - Protect the area
 - Notify authorities
 - Care for the injured
- Remember: Not every crash scene is the same
- If a qualified person is at the scene, stay out of the way
- Do not move a severely injured person unless there is a greater danger
- Stop bleeding by applying direct pressure to wound
- Keep the injured person warm

Adapted with permission from the Pennsylvania Department of Transportation, Crossing Guard Tip Sheet
(<http://www.saferoutespa.org/Training/Crossing-Guard-Training/>)